

Section No. 8.0
Revision No. 0
Date: 4/1/95

8.0 Documentation and Records

8.1 GENERAL REQUIREMENTS

The reliability of a Quality Assurance Program depends upon a complete written description of the Quality Assurance activities.

It is necessary to document the quality assurance activities for the following reasons: (a) outlining responsibilities and a time frame for performing specific quality assurance tasks and detailing follow-up action required to eliminate identified deficiencies shall unify the thinking of those involved with the quality assurance program; (b) program managers and staff shall not have to rely solely on word-of-mouth descriptions of quality assurance policy and commitments; and (c) accurate data shall be generated by the monitoring program and the validity of this data can be demonstrated at a later date.

8.2 DATA PROCESSING: REDUCTION, MANIPULATION, AND STORAGE OF DATA

Adequate precautions must be taken during the reduction, manipulation, and storage of data in order to prevent the introduction of errors, or loss or misinterpretation of the data.

A. Proper checks shall be made at all data handling points between the analyst (who determines the data values) and the individual who enters the data into the data storage system, inclusively.

1. All data must be recorded clearly and accurately on all field or laboratory bench data sheets, and be periodically checked.
2. All data must be transferred and reduced from field and bench sheets completely and accurately, and be periodically checked.
3. All field and bench sheets shall be retained in permanent files.
4. All data shall be organized into a standard format which is logical and acceptable.

B. An acceptable data storage and information system shall be used. This system shall be capable of:

1. Receiving all properly reduced data ;
2. Screening and validating all data to identify and reject outliers, errors, or otherwise unacceptable data;
3. Preparing, sorting, and inputting all acceptable data into the data storage files; and
4. Making all data readily available to potential uses.

Section No. 8.0
Revision No. 0
Date: 4/1/95

8.3 RECORD MAINTENANCE

Record maintenance is the responsibility of the DEQ Data Management Coordinator. DEQ currently employs the STOREASE data management system. All records shall be retained for at least seven years.

Section No. 8.0
Revision No. 0
Date: 4/1/95

8.4 BIODATA SYSTEM

The Biodata System (BIOD) is a computerized system for managing periphyton species composition and community structure data, along with related environmental data and supporting sample information.

BIOD is designed to generate a variety of reports that are useful in assessing the biological integrity of surface waters where periphyton samples have been collected. BIOD is installed on dBASE III software in the local area network of the Water Quality Division in Helena. For more information about BIOD, contact the Information Systems Specialist at DEQ.